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Title: Model Vehicle Safety Program

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## **Operators – Initial Hire**

### *Qualifications*

(Principal Source – Champaign)

### *Application*

Each potential employee shall complete a written application.

### *Interviews*

Each potential employee shall be interviewed by the Executive Director and supervisor.

### *Physical Requirements*

No person shall drive, require or permit any person to drive any vehicle in the service of transporting clients or on agency business unless the operator possesses the following minimum qualifications:

- a. Mental and Physical Conditions - Operators shall be in sound physical and mental condition. Operators shall not have any physical or mental defects or limitations likely to interfere with safe driving, customer assistance or emergency activities, in the opinion of the party responsible for hiring or supervising operators and the physician performing the operator's physical examination. The operator must be physically capable of assisting persons with disabilities including mobility aid users if the job duties require it.
- b. Eyesight - Operators must have vision in both eyes, normal depth perception, normal peripheral vision and be free of any disease or condition that could impair vision. Operators must have 20/40 vision in each eye with or without

correction, and 140 degrees or better horizontal vision. Operators must be able to distinguish between green, red and yellow.

- c. Hearing - Operators shall have adequate hearing to assure safe response to vehicle horns, emergency vehicle sirens, and train signals.
- d. Alcohol, narcotics and drugs - Operators shall not be addicted to the use of alcohol, narcotics or habit-forming drugs. Drug and alcohol tests shall be conducted in accordance with State and/or Federal Regulations.
- e. Doctor's Physical Examination - The Director shall have and keep on file a certificate of Physical Examination given within twelve (12) months prior to employment, signed by a qualified, licensed physician, for every operator in the organization's employment, attesting that such a doctor has examined said operator and found him/her to meet satisfactorily the qualifications set forth in applicable State and/or Federal Regulations.

#### *Age*

Operators shall be at least twenty-one years of age.

#### *Knowledge of English*

Operators shall be able to read, write and speak the English language.

#### *Operator Licensing*

Operators transporting people shall hold a valid Operator's License or Commercial Operator's License as appropriate. An original, not a copy, of the Bureau of Motor Vehicle (BMV) report issued within the past ten (10) days must be produced before the potential employee is considered for hire. (See qualification criteria below.) **In no case will an individual be given a road test, placed in training or allowed to operate an Agency vehicle without a BMV check that is in compliance with this policy and has been approved by the Executive Director.**

These criteria include:

- Good driving record with no Driving While Intoxicated (DWI), Driving Under the Influence (DUI) or similar charges, reckless driving, railroad crossing violations or leaving the scene of an accident offenses.
- No more than a total of two moving violations or accidents within the last three years.
- No suspended or revoked licenses within the past 10 years for moving violations or violations of criminal laws.

- Any combination of violations, unfavorable road observations or accidents that indicates a **pattern** of unsafe vehicle operation behavior, whether on or off the job.
- Minimum of five years driving experience.

### *Operating Skills*

Operators shall have experience in safely driving some type of motor vehicle (including private automobile) for not less than five (5) years, including experience throughout the four seasons.

### *Criminal Record Checks*

An original criminal record check, issued within the past 10 days, shall be obtained as part of the application process. Persons with felony convictions of any sort are unacceptable. Other unacceptable convictions include crimes of violence, drug usage or sales, physical abuse, fraud or theft. A pattern of unlawful behavior shall also disqualify an applicant.

*Ability to perform simple math.*

*Reasonable knowledge of the service area and ability to read basic maps.*

*A road test given by a designated Agency Supervisor is required.*

*A written driving skills test is required.*